



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**INSURANCE INVESTIGATOR (II) *or*
ASSOCIATE INSURANCE INVESTIGATOR**

\$2,774 - \$4,773 (II) *or* \$4,350 - \$5,249 (AII)

INVESTIGATION DIVISION

Multiple Positions

The California Department of Insurance Investigation Division is recruiting Insurance Investigators to conduct investigations of suspected violations of insurance laws and regulations. These positions *may* be open in one of the Division's Regional offices in Sacramento, San Francisco, Benicia, Los Angeles, Orange County, Valencia, Rancho Cucamonga and San Diego.

RESPONSIBILITIES: Typical tasks of the Insurance Investigator include the collection and preservation of evidence to complete investigative assignments, presentation at hearings; court proceedings and conferences; routine examination of books, records and accounts relative to insurance investigations; preparation of reports of investigation; testifying in cases involving violation of insurance law; review of applications, investigation of the personal history, character and employment record of applicants for insurance licenses; investigation of illegal practices of insurance companies; service of subpoenas and other legal processes; investigation of persons licensed under the Insurance Code for alleged violation of insurance law; review of accident and claim records of insurance companies and State and local law enforcement agencies; gathering and evaluation of facts from insureds, insurance companies and from their agents and brokers and other sources. *The Associate Insurance Investigator may also act in a lead capacity for subordinate insurance investigators.*

DESIRABLE QUALIFICATIONS: Good communication skills - speak and write in a clear, concise and effective manner; ability to gather and analyze data; reason logically, draw valid conclusions and make appropriate recommendations; participate effectively in conferences and interviews; establish and maintain effective working relationships. Knowledge of research techniques, accounting principles and procedures. Possess a willingness to travel and work independently in the field.

WHO MAY APPLY: Applications will be accepted from current California Department of Insurance employees at the Associate Insurance Investigator level or Insurance Investigator level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, transfer, list eligibility, or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Christina Vaiza, Department of Insurance, 300 Capitol Mall, Sacramento, CA 95814 – Human Resources. **Please indicate “Insurance Investigator 413-743-8575-XXX” or “Associate Insurance Investigator 413-743-8576-XXX” and job location preference on the State application. If interested in more than one job location, please list all locations on one application form.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: **MARCH 1, 2004 or Until Filled**

NOTE: **Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

BW02/20/04